



**COASTAL HORIZONS CENTER, INC.
JOB ANNOUNCEMENT**

DATE OF NOTICE: October 1, 2021

JOB TITLE: **Billing Specialist**
Full-Time Position, M - F, 8:30 AM - 5:30 PM

POSITION SUMMARY:

Coastal Horizons Center, Inc. has an opportunity for a Billing Specialist to join our Finance Department. The Billing Specialist is responsible for providing financial, administrative and clerical services to ensure accuracy and efficiency of Coastal Horizons Center's billing operations. This position will process and monitor incoming payments and secure revenue by verifying and posting receipts.

PRIMARY DUTIES/RESPONSIBILITIES:

- Keep track and process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivable data
- Verify billing accounts with accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Generate financial statements and reports detailing accounts receivable status
- Review claims to ensure proper documentation, diagnosis and service code prior to processing.

QUALIFICATIONS:

- High school diploma or GED with 2-3 years experience related to responsibilities specified. Familiar with billing concepts, practices, and procedures.
- Knowledge of health care billing systems, procedures, documentation, and standards.
- Familiar with DSM and ICD-9 codes
- Previous experience with billing private insurance companies
- Knowledge of state funded terminology
- Basic computer skills including Excel and Access

COMPENSATION: Commensurate with education and experience. Coastal Horizons Center offers available medical/dental benefits, life insurance, long and short term disability insurances, 401K retirement savings plan, and generous paid time off programs.

All full and part-time employees, volunteers, interns and contracted staff of Coastal Horizons must adhere to our COVID-19 vaccine policy and are **REQUIRED** to show proof of vaccination at time of hire.

PLEASE SEND RESUME & COVER LETTER TO: (NO PHONE CALLS PLEASE)

COASTAL HORIZONS CENTER, INC.
615 SHIPYARD BLVD.
WILMINGTON, NC 28412
ATTN: Billing Specialist
Fax: 910-790-0189

Email: jobs@coastalhorizons.org